

Minutes May 15, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Steve Garbowicz, Paul Kaiser, Dan McKissack, Kathleen Olkowski, Alison Pichowski

Absent:

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC)

Paul Kaiser called the meeting to order at 4:03 p.m.

Agenda:

Motion by Dianna, seconded by Catherine, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Steve, seconded by Ali, to approve the minutes of the April 17, 2018 regular meeting as presented. All ayes, motion carried.

Correspondence: Donations from Dick and Ann Blamey, JWP Group were received and reported to the library board.

Committee Reports:

Three Lakes Public Library Foundation: The Three Lakes Public Library Foundation met on May 9, 2018. Spring Fling will be tomorrow, Wednesday, May 16. As of meeting time, 71 tickets were sold. The foundation will soon be writing a check of \$500,000 (approximately ½ of the entire foundation commitment) to the town to cover anticipated building expenses.

Oneida County Library Board: The Oneida County Library Board will meet July 12, 2018 at 1 PM at the Oneida County Courthouse.

Demmer Design and Construction Committee: The DCC met on 5/8/2018. Vicki shared the draft minutes from the previous meeting and also referred to the general weekly email summary sent by Erica to library board, town board, town department chairs, etc., as a resource of current construction updates. Additional and detailed information is continually being posted on Procore and all library board members should have access to the Greenfire Procore site. The official groundbreaking ceremony was held on May 8 and attended by approximately 60 people. The weather cooperated and there was excellent media coverage of the event. There is now a standing construction meeting on Tuesdays at 9 AM including Tom, Vicki, Erica with Keith Kelln, site supervisor, Brian Shubring, owner's representative, contacting Mike Murphy and Jon Rynish as needed. Vicki presented the revised project budget/expenses tracking report. The next DCC meeting at 3:30 PM on June 13 will include a tour of the building in progress. Library board members are invited to attend. The library board may also consider having their own tour in conjunction with a future meeting.

Director's Report:

Staffing update: Erica and Lyn interviewed 5 applicants for the temporary library technician positions and reported that after Shannon Votis and April Lammert have both accepted job offers for 20 hrs/week. Shannon begins this week and April will begin after Memorial Day.

Budget Review:

Motion by Steve, seconded by Kathleen, to approve vouchers 58 - 72 for April – May 2018 for payment from the town account. All ayes, motion carried.

Motion by Catherine, seconded by Dianna to approve payment of:

- invoice #5740 Mach IV \$1,115.00 for civil engineering redesign of storm water management

- invoice #4590 from Mavo in the amount of \$7,365.00 for asbestos removal
- invoice 17221-10 in the amount of \$1,655.90 to Hoffman Planning, Design & Construction, Inc.;
- invoice #10658 in the amount of \$60,131.48 from Greenfire Management System;
- invoice #1 for reimbursing Vicki Reuling for groundbreaking expenses in the amount of \$143.95.

All ayes, motion carried.

Motion by Dan, seconded by Catherine to approve checks from the special account. All ayes, motion carried.

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Things continue to go well since the move. Community response to the space is positive, but difficult to gauge usage. Staff is preparing for a busy summer, but hard to know what will pan out. Summer programming will reuse last year's SRP theme of "Build a Better World" adding "2.0." Programs will be held at school, at the theater, at Maple Lake, and other locations in the community. Continuing to review book fostering records and suppressing the records in the online catalog so holds aren't placed on items that are fostered. Question about summer cleaning at school and how it might affect our work. Have already briefly discussed with the janitorial staff and are aware of situation and making plans to coordinate cleaning and access to materials.
- Memorandum of Understanding with historical society: discussed the draft of the Memorandum of Understand proposed by the historical society. Overall feel it is a good document but need to look at some details. Advised that we check insurance limits needed for historical society space with insurance carrier. Will review again at next meeting.

New Business:

- Wisconsin DPI Public Library Standards – 2018 Update: the board reviewed the updated public library standards and discussed how it could be incorporated or used as a guide for future planning once the remodeling and expansion project is complete.
- Discuss/approve 2019 county budget request: Motion by Dan, second by Catherine to approve the county funding request. All ayes, motion carried.
- Discuss/approve 2019 cross border payment letters: Motion by Steve seconded by Ali, to approve the cross-border payments requests from Forest and Lincoln counties. All ayes, motion carried.
- 2019 capital budget: No budget materials have been received from the town yet. Will bring to future meetings as necessary.

Concerns and comments from trustees: None

Future agenda items: Memorandum of Understanding with historical society; discuss library board meeting time; recognition of Laura Wipperman's term of service to library board.

Comments from citizens: None

Next Meeting: Regular meeting June 19, 2018, 4:00 pm. at the Three Lakes School Board Room.

There being no further business, Catherine made a motion to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:06 p.m.

Respectfully submitted: Erica Brewster, Director